

~~CONFIDENTIAL~~

NEW HIRE PROCEDURE

Approved For Release 2000/08/22 : CIA-RDP61-00274A000100180014-3

OPERATING DIVISION	TRANSACTIONS & RECORDS		PLACEMENT	CLASSIFICATION & WAGE DIVISION	CHIEF, PDC, OR CHIEF, PLACEMENT BR.
	RECORDS	TRANSACTIONS			
<p>1. Initiates Form 37-1 or 3. (See chart on number and distribution of copies) 2. Forwards.</p>	<p>3. P/I notes, verifies position number, extracts reports copy of actions, and forwards.</p>	<p><u>Processing Control</u> 4. Types security clearance request and dispatches. Sends copy 2 of Military Status Questionnaire to MRD. 5. Initiates "Status of Processing" card and locator card. 6. Logs to Correspondence Clerk for 1st interim letter. 7. Correspondence Clerk writes 1st interim and returns file. 8. Processing Control notes SP card, logs, and forwards. -XOX- 10. Processing Control logs and forwards. -XOX- 12. Processing Control logs and forwards. -XOX- 14. Processing Control logs and files. --- 15. Processing Control extracts file when 2nd interim letter due and logs to correspondence clerk.</p>	<p>9. Approves qualifications and forwards.</p>	<p>11. Verifies job classification and forwards.</p>	<p>13. Approves and forwards.</p>

16. Correspondence Clerk
writes 2nd interim
and returns file.
17. Processing Control
notes SP card and
files.
18. Processing Clerk ex-
tracts file when 3d
interim due, logs to
correspondence clerk.
19. Correspondence clerk
writes 3d interim
and returns file.
20. Processing Clerk
notes SP card, files.

21. Reports Clerk:
Receives secur-
ity clearance,
notes, prepares
daily list for
MRD, forwards.

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22. Processing Control:
a. Notes SP card
b. Extracts file
c. Logs to Appointment
Clerk.
23. Appointment Clerk:
a. Receives security
clearance and ap-
plicant file;
notifies Operating
Div. of security
and obtains OK for
EOD
b. Schedules EOD date
with applicant,
prepares all EOD
papers
c. Applicant EOD.

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